

SENIOR MANAGEMENT ANALYST

DEFINITION

Under direction, perform responsible departmental or citywide professional administrative and analytical work in the areas of municipal management, budget, and operations; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform more difficult independent professional and technical duties; work with department administrators with organization, budget, and operations activities.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Conduct budgetary and financial analysis. Prepare budgets, revenue and expenditure forecasts.

Develop and monitor performance measures; evaluate program efficiency and effectiveness. Conduct and coordinate special studies; prepare recommendations. Assist in implementing new procedures or strategic plan initiatives.

Negotiate and evaluate procurement contracts; serve on a negotiating team as required.

Serve as a liaison with departments and other agencies; work with consultants, community groups, and commissions; make presentations as required.

Develop manuals, forms, and procedural handbook, as needed.

Prepare reports, agreements, requests for proposals, and correspondence.

Prepare and review Council agenda statements; attend Council meetings; make presentations to Council as required.

May schedule and oversee the work of others.

Evaluate and advise on the operations and activities of assigned responsibilities; recommend improvements, changes, and modifications; prepare various reports on operations and activities; evaluate the impact of new and revised programs.

Review legislations, ordinances, and resolutions for impact on the City and develop short and long-range plans and programs as required.

May prepare and administer federal and state grants.

Ensure that workflow progresses in an efficient and timely manner to meet the goals of the City.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Public administration polices, practices, and procedures, including budget and revenue management.

Federal and state laws, regulations, ordinances, codes, and regulations related to assignment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Analyze budget and technical reports; interpret, analyze, and evaluate data.

Interpret and explain pertinent City and department policies and procedures.

Keep work related records and prepare reports using a computer.

Assist in budget preparation.

Make sound judgments and decisions within established guidelines.

Organize and implement project, operations, and activities related to work assignments.

Prepare reports, specifications, and contract documents.

Communicate with and coordinate with the public and other departments.

Perform the most complex work in area of assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible related professional experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, or a related field. Strong understanding of budget and revenue management.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices and meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Revised 2/05